

MEMORANDUM FOR: ~~LM~~ **AEM**

John: FYI

Just to alert you, we are coming into the season of heavy Fitness Report writing. By 30 April Fitness Reports on all GS-14's and above are due for submission to the Office of Personnel. For you this means that you will have the chore of writing Fitness Reports on [redacted]

[redacted] You will also be called upon to provide Reviewing Official comments for the Execs - [redacted]

[redacted] You will also have to submit a Fitness Report on [redacted] since he is still carried on our active rolls, but this should be no problem.

(over)

(DATE)

FORM NO. 101 REPLACES FORM 10-101
1 AUG 54 WHICH MAY BE USED.

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Declass Review by NIMA/DOD

I don't know how you would prefer to tackle this problem. In the past, the Memo in Lieu of Fitness Report has been the medium most frequently used for Fitness Reports ~~for~~ senior officials. As to when you wish to tackle this chore, I note that you have the Saturday Duty on 18 April. I will seek to have the Fitness Reports you are to comment on as a Reviewing Official on hand by that time. If you would like to review the files on the ~~the~~ individuals ahead of time, we will dig them out along about the first of April for you to review.

you will be reviewing


3 March 1970

4 Mar 70

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AEM -

Re attached:

1. You will prepare first draft on Fitness Report & I'll take it from there.
2. In addition to Execs, I shall officially review & sign all Fitness Reports on Division Chiefs, those Reports having been prepared by the Group-Staff Chiefs. You may prepare a note from me to the latter, telling them this will be the way.
3. I shall use the memo form.
4. I should begin the first

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week in April, and I shall review each subject's folder at the time I am working on his FR.

5. I usually spend considerable time on FRs -- although this time I may be shorter because of ignorance. In any case, one morning (18 Apr) will not suffice.

H